

LTMS MANAGEMENT PLAN

WORKSHOP SUMMARY MARCH 25, 1999

Agenda Review and Introductions (presentation)

All attendees introduced themselves and stated why they are attending the workshops

LTMS Goals (presentation)

The goals and key decisions to date were briefly reviewed

Purpose of Workshops (presentation and discussion)

The agencies involved in writing the management plan described their goal for the workshops: to collaborate with the interested parties in reaching consensus where possible, and to get input on non-consensus items so that the draft reflects as much as possible the varying views.

The group discussed issues of concern and how they would be addressed in the workshops and in the management plan itself.

How to Conduct Workshops (presentation and discussion)

This discussion focused mainly on logistical and procedural issues for the workshops. The group came to consensus on the items listed below under "Summary of Decisions."

Issues to Cover in Workshops - Order of Workshops (deferred)

The group decided to defer discussion of this item until the group had a better idea of what topics will be addressed in the Management Plan. It was decided that at the next workshop (on April 8, 1999), the agencies involved in writing the management plan would present their draft outline which would serve as a basis for discussing future workshop topics.

Summary of Decisions

Facilitator: The meetings will be run by a neutral facilitator, possibly Harry Seraydarian, of the U.S. EPA, although the agencies will also explore other options

Recording and Notes: Notes will be recorded on flip-charts during the meetings, with review at end of each meeting. The LTMS agencies will mail out one-page summaries of meetings, with more detailed notes available on the LTMS web site.

Agendas: Workshop agendas will be distributed one week in advance of meetings, along with any necessary background material. Interested parties should provide feedback on the agenda BEFORE the meeting. Agendas will also be posted on the LTMS web site. Agendas will be reviewed periods at beginning and end of each meeting.

Approach/Meeting Format: A "collaborative problem solving" approach was agreed upon (with the option to change if approach doesn't work) for the meetings.

Meeting Frequency and Length: Workshops will be scheduled at least once a month long meeting (for up to 6 hours if necessary), with a second, shorter meeting if necessary. Everyone should reserve the second and fourth Thursdays until the schedule is solidified further. It was also agreed that future workshops would start at 10:00a.m., to make commuting easier.

Location/Logistics: Meeting locations will alternate meetings BCDC and the Regional Board for now. The agencies will explore other locations (e.g., the North Bay, or Delta) to perhaps bring other voices to the table. Locations should be mass-transit accessible. For long meetings, lunch should be brought in.

Ground rules:

The following were agreed upon:

- a. Raise hand to be recognized
- b. No personal attacks
- c. Focus on issues
- d. Actively listen—no side bar conversations
- e. Key groups will commit to attend
- f. Focus on future, not past
- g. Use collaborative approach
- h. No one dominates
- i. Start on time, end on time, stick to agenda

LTMS web site address: <http://www.spn.usace.army.mil/ltms/workshop.html>

Comments about meeting summary: contact Glynnis Collins at (510) 622-2318 or gnc@rb2.swrcb.ca.gov

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